



HOOPA VALLEY TRIBE ENROLLMENT COMMITTEE APPLICATION INSTRUCTIONS

CHECKLIST FOR ENROLLMENT APPLICATION

- ❖ COMPLETE APPLICATION (Applicant's under 18 requires parent signature)
Guardians must include a copy of placement or court order of custody.
- ❖ COMPLETE FAMILY TREE TO THE BEST OF YOUR KNOWLEDGE.
- ❖ ATTACH THE **ORIGINAL** CERTIFIED BIRTH CERTIFICATE. *(Note: Original copy will be kept in the applicant's file upon final approval of enrollment. Applicant's denied membership the original will be returned by certified mail.*
- ❖ ATTACH A **LEGIBLE** COPY OF APPLICANT'S SOCIAL SECURITY CARD.
- ❖ **Married parents of applicant:** To include father's blood degree, parents married nine (9) months prior to child's birth must include a certified copy of marriage certificate.
- ❖ **Unmarried parents of applicant:** DNA testing is not required if eligibility is through mother. Eligibility through father will require establishing paternity; by DNA testing. Testing will be scheduled upon receipt of payment of \$65.00 per individual by cash or money orders only. Make money orders payable to: HVT-Enrollment Department. Or, you may submit cash to the Enrollment Staff at the physical address listed below. (Do not mail cash for dna testing).

Applicant's have 90 days to complete their application for enrollment. The HVT-Enrollment Committee reserves the right to deny incomplete applications remaining on file after 90 days.. Applicant's may reapply with all required documentation .

Completing all requirements for Enrollment is the responsibility of the applicant or the applicant's parents.

Should you have any questions, please contact the Enrollment office at:

HVT-Enrollment Department
Post Office Box 1348 -761 Loop Road
530 625-4364 Ext. 10.
Email: hvtenroll@yahoo.com

Establishing Paternity

(Parentage blood testing is not required if eligibility is through mother).

However, unmarried parents wishing to include father's blood degree; paternity blood testing will be required.

The Cost for testing:

- A) \$65.00 per person must be paid by check or money order in advance.
- B) The alleged father/tribal member parent must sign the " Agreement to Bear Cost of Parentage Testing. If parentage testing confirms parentage for (alleged father) tested, any fees collected will be refunded.

Hoopa & Surrounding area residents: Pay fees in advance, schedule testing.

Residing outside the Hoopa Area: Call Enrollment staff to discuss testing options in your area.

Incarcerated: Contact Enrollment staff to discuss testing options.

It is the applicant's or parent(s) of the applicant responsibility to schedule an appointment with the Enrollment Office for parentage testing, if the alleged father's blood degree is to be used, and submit all required documentation to complete the enrollment process.